

# POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced) NAF PD 212					3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field		4. Employing Office Location		5. Duty Station		1. Agency Position No.	
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt					8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No					
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)					11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input checked="" type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive		13. Competitive Level Code			
15. Classified/Graded by					Official Title of Position		Pay Plan		Occupational Code		Grade	
a. Office of Personnel Management					CYP Food Management Assistant		NF		1101		02	
b. Department, Agency or Establishment					CYP Food Management Assistant		NF		1101		02	
c. Second Level Review												
d. First Level Review												
e. Recommended by Supervisor or Initiating Office					CYP Food Management Assistant		NF		1101		02	
16. Organizational Title of Position (if different from official title) CYP Food Management Assistant					17. Name of Employee (if vacant, specify)							
18. Department, Agency, or Establishment DEPARTMENT OF THE NAVY					c. Third Subdivision							
a. First Subdivision COMMANDER NAVY INSTALLATIONS COMMAND					d. Fourth Subdivision							
b. Second Subdivision					e. Fifth Subdivision							
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.					Signature of Employee (optional)							
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that					this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.							
a. Typed Name and Title of Immediate Supervisor					b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) G. YOUNG CNIC CYP							
Signature					Signature							
Date					Date							
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					22. Position Classification Standards Used in Classifying/Grading Position							
Typed Name and Title of Official Taking Action S. J. NEW PRINCIPAL CLASSIFIER					Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.							
Signature					Date							
23. Position Review					24. Remarks							
a. Employee (optional)					IMMEDIATE SUPERVISOR WILL SIGN IN BLOCK 20A TO VERIFY ACCURACY WHEN PD IS USED							
b. Supervisor					25. Description of Major Duties and Responsibilities (See Attached)							
c. Classifier												

## **CYP FOOD MANAGEMENT ASSISTANT**

### **NF-1101-02**

#### **INTRODUCTION**

This position is responsible for the feeding operations of Child Youth Program (CYP) participants at an individual CYP center. The incumbent may assist with food preparation for the School Age Care (SAC) program.

#### **MAJOR DUTIES**

Plans menus that are in accordance with United States Department of Agriculture (USDA) Child and Adult Care Food Program (CACFP) standards.

Inventories food stock monthly and orders food and food service supplies weekly according to provided menu.

Prepares menu record sheets, attendance records and food program meal count sheets, completes required paperwork for USDA CACFP (CONUS and U.S. Territories).

Ensures that meals and snacks are prepared and delivered to the children/youth within the scheduled timeframes and at the appropriate temperatures.

Ensures that appropriate sanitation and safety standards are utilized in the food service activities.

Plans and initiates the purchase of food and ingredients needed in the operation.

Maintains inventory of food, equipment, etc. involved in the food service operation.

Ensures kitchen equipment and accessories is disassembled, cleaned and reassembled in a timely and recurring manner to meet sanitation standards.

May supervise food service workers if any assigned to food service operation.

Ensures all employees involved in the food service operation are fully trained.

Fills in as needed and as time permits for CYP Program Assistants.

Serves as a mandatory reporter to Family Advocacy and Child Protective Services as prescribed by local policy in the case of suspected incidences of child abuse and neglect.

Completes all Department of Navy (DoN) training requirements including the training required of CYP Program Assistants.

Performs other duties as assigned.

**FACTOR 1 Knowledge, Skills and Abilities Required by the Position**

- 18 years of age and a High School graduate or equivalent.
- Speak, read, and write English and ability to communicate effectively with others.
- Possess working knowledge of the methods and procedures relating to food preparation and skill to apply knowledge to cook full range of simple foods.
- Ability to read and understand written food service material (e.g., food labels, standardized recipes, computerized food production sheets, metric conversion tables, and basic work instructions). Knowledge of various tables of weights and measures and able to convert from U.S. standard system to metric system.
- Ability to perform basic arithmetic computations in multiplying ingredients in a recipe and calculating how many servings a container will hold.
- Knowledge of how to regulate cooking temperatures and steam pressures and of how to check for correct cooking time and conditions of food being cooked.
- Knowledge of characteristics of the various foods responsible for cooking (e.g., colors, flavors, consistencies, textures, temperatures, and cooking times).
- Ability to season foods in compliance with set procedures, making adjustments when appropriate.
- Skilled in planning, coordinating, and timing the sequence of steps required to have their menu items ready for serving at snack and mealtimes.
- Knowledge of infection and spoilage control procedures.
- Ability to clean, maintain and use equipment.
- Knowledge of safety and sanitation standards and cleaning.
- Understanding of USDA CACFP requirements and training.
- Knowledge of food portion control and inventory procedures.
- Ability to obtain a food handler's card.
- Ability to favorably pass a pre-employment physical, provide evidence of immunization and be free from communicable disease.
- Ability to satisfactorily complete background checks IAW PL 101-647 to include a National Agency Check with Written Inquiries (NACI).

**FACTOR 2 SUPERVISORY CONTROLS**

The supervisor provides assignments by indicating what is to be done, limitations, quality and quantity expected, deadlines, and priority of assignments. The supervisor provides additional specific instructions on new, difficult, or unusual assignments including suggested work methods or advice on resource material available. The employee uses initiative in carrying out recurring assignments independently without specific instruction, but refers deviations, problems, and unfamiliar situations not covered by instructions to the supervisor for decision or help. The supervisor assures that finished work and methods used are technically accurate and in compliance with instructions or established procedures.

**FACTOR 3 GUIDELINES**

Operational guidelines include, but are not limited to, the Military Child Care Act (MCCA), DODINST 6060.2, OPNAVINST 1700.9 series, NAVMED P-5010, Standard Operating

Procedures, USDA CACFP, and all other applicable instructions and regulations and generally accepted standards of the profession. The employee works in strict adherence to guidelines, and deviations must be authorized by the supervisor.

#### **FACTOR 4 COMPLEXITY**

Work consists of moderately complex assignments requiring numerous procedural steps. The nature of order may vary to a significant degree from one assignment/ program to another in accordance with instructions. Incumbent is required to prioritize the work that needs to be done with little input from supervisor.

#### **FACTOR 5 SCOPE AND EFFECT**

The primary purpose of this position is to implement an appropriate food service program for the CYP. The incumbent is responsible for the proper use and cleaning of equipment, safety practices, personal hygiene, and conformance with food service sanitation requirements. The service provided by this employee contributes to the health and nutritional needs of the children and youth served.

#### **FACTOR 6 PERSONAL CONTACTS**

Personal contacts are with the CYP Director, Food Service Workers, other CYP staff, representatives from other base civilian and military personnel such as Preventive Medicine, Fire, and Safety, and children, youth and their parents. Other contacts include representatives of the USDA CACFP.

#### **FACTOR 7 PURPOSE OF CONTACTS**

The purpose of contacts is to obtain, supply or clarify information; plan and coordinate work efforts; and provide quality customer service,

#### **FACTOR 8 PHYSICAL DEMANDS**

Work requires continual standing and walking, and frequent stooping, reaching, pushing and pulling, and bending. Frequently lifts or moves objects weighing up to 40 pounds unassisted, and occasionally lifts or moves objects weighing over 40 pounds with the assistance of lifting devices or other workers. Menus and operations of the kitchen are subject to change. Incumbent must be flexible and able to adapt to changes.

#### **FACTOR 9 WORK ENVIRONMENT**

Work is performed in CYP center areas including the kitchen, which are well lighted but are often hot and noisy. Incumbent is exposed to steam, fumes, and odors from cooking and to extreme temperature changes when entering walk-in refrigeration or freezing units. There is danger of slipping on wet floors that have been recently mopped or where food has been spilled,

and incumbent is subject to possible cuts from knives and burns from steam, hot foods, stoves, hot grease, and water.